**Group Agreement and Plan**

**Group Members**

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| **Name** | **Contact information** | **Scheduling Information** |
| Ta Quang Tung (Leader) | Email: [104222196@student.swin.edu.au](mailto:104222196@student.swin.edu.au)  Facebook: Tung Gnut | Busy on Monday, Wednesday, Thursday, and Friday from 11 am to 5 pm. Otherwise free. |
| Nguyen Quang Huy | Email: [104169507@student.swin.edu.au](mailto:104169507@student.swin.edu.au)  Facebook: Nguyễn Quang Huyy | Busy on Monday, Wednesday, Thursday, and Friday from 1 pm to 5 pm. Otherwise free. |
| Nguyen Thanh Trung | Email: [104060260@student.swin.edu.au](mailto:104060260@student.swin.edu.au)  Facebook: Trung Nguyễn | Busy on Monday, Wednesday, Thursday, and Friday from 11 am to 5 pm. Otherwise free. |
| Nguyen Tran Quang Minh | Email: [104179687@student.swin.edu.au](mailto:104179687@student.swin.edu.au)  Facebook: Nguyễn Trần Quang Minh | Busy on Wednesday, and Thursday from 8 am to 5 pm. Otherwise free. |
| Pham Hung Manh | Email: [104175232@student.swin.edu.au](mailto:104175232@student.swin.edu.au)  Facebook: Pham Manh | Busy on Wednesday from 8 am to 5 pm and Thursday from 1 pm to 5 pm. Sometimes busy in the evening from 8 pm to 11 pm. Otherwise free. |

**Group name (optional)**

Our group is called the Maverick Mates.

**Group style and roles**

Work allocation:

* Trung – index.html
* Manh and Tung – product.html
* Huy – enquire.html
* Minh – about.html

Enhancements will be done by all members at relevant parts of their pages. The team will write enhancement descriptions together.

The team will work mostly online, with communication achieved mainly through Facebook. The team will work together face-to-face during lab periods if there is any spare time.

Submitted deliverables will be handled by Tung, the team leader. Tung will also represent the group to ask questions.

**Timeline**

The checkpoints for the group:

* At first, our team set the deadline for the basic requirements by 16/2.
* The deadline for the responsive design and other enhancements is 19/2.
* The deadline for the final team submission is the morning 20/2. The team will validate and detect the error in the code on the same day.
* The video will be recorded by 21/2 and submitted to Canvas on the same day.

**Communication Plan**

Communication will be done mainly through a Facebook group chat. Our work will be sent to each other through Google Drive. We will try to maintain daily communication to make sure everyone does not fall behind the checkpoints. However, since not everyone can be online at all times, we allow for a maximum wait time of 8 hours for a message to be answered. We expect all members to check the group chat at least twice a day.

**On-track behaviours**

* Everyone submitting their work on time.
* Trying to be available as much as possible to ensure effective communication.
* Supporting other members with any difficulties.
* Frequent inbox checking, if possible, to keep up with the newest updates.

**Off-track behaviours**

* Not submitting on time at checkpoints.
* Failing to maintain daily communication with the team.
* Not assisting other teammates.
* Not conforming to the team’s agreed-on rules and conventions.

**Resolving tensions**

Tensions will be resolved with the encouragement of the whole team. We will always make sure that all the members will collaborate efficiently and aim for the best result.

**Team Expectations**

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| 1. | Have good behaviour and be willing to assist each other. |
| 2. | Learn from each other to enhance their product’s quality. |
| 3. | Divide the work evenly among team members. |
| 4. | Achieve the basic requirement of the assignment and enhance beyond it. |
| 5. | Proactively consult online resources to learn how to apply web technologies to the project. |
| 6. | Submit work on time at each checkpoint. |
| 7. | Maintain in daily communication with the team. |
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